



PETERS TOWNSHIP SANITARY AUTHORITY

111 Bell Drive, McMurray, PA 15317
PHONE 724.941.6709 FAX 724.941.2283

www.ptsaonline.org

AGENDA

REGULAR MEETING

April 10, 2024

ROLL CALL:

MINUTES FOR APPROVAL: Minutes of March 13, 2024

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

OPERATIONS MANAGER'S REPORT:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending March 31, 2024

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

ADJOURNMENT:

- 1) Motion to accept Engineers Annual Report
- 2) Authorization of Change Order(s) No.1 for Contracts 1, 2 and 3 of BR Non-potable Water System Upgrade Project
- 3) Executive session to discuss personnel



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REGULAR MEETING

April 10, 2024

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m.

Board Members present: Robert L. Burns, John A. Banaszak, Joseph A. Wells and Ryan Kennedy

Absent from meeting: Rebecca W. Kaminsky and Chad Hanley P.E., HRG Engineers Inc.

Also present: Enoch E. Jenkins, Manager, Mark A. Chucuddy, Operations Manager, Patricia L. Mowry, Financial Controller, CharLee Rosini, Solicitor.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the March 13, 2024 Board Meeting.

Moved by Mr. Banaszak, Seconded by Mr. Wells

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Robert L. Burns, John Banaszak, Joseph A. Wells and Ryan Kennedy

VISITORS: None.

SOLICITOR'S REPORT: Copy on File.

ENGINEER'S REPORT: Copy on file.

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported the status of Lutz Farms Development. Due to delays with West Penn Power relocating their utility pole, the developer has requested a modification to the approved sewer alignment. The alternate alignment that would not require relocation of the utility pole, however would require additional easement from the Church. The proposed drawings depicting the proposed realignment was submitted and HRG is reviewing.

Mr. Jenkins reported the status of the Brush Run WPCP Non-Potable Water System. There is a long lead time on the delivery of the pumps, therefore the Contractor's requested change orders for a time extension of 122 days from August to December at a no cost impact. GHD and Management recommended approval.

Motion: To approve Change Orders No. 1 for Elcon Technologies – General Contract, Elcon Technologies – Electrical Contract, Hranec Sheetmetal Inc. – HVAC contract for a time extension of 122 days from August to December at a no cost impact.

Moved by Mr. Wells, Seconded by Mr. Banaszak

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Robert L. Burns, John Banaszak, Joseph A. Wells and Ryan Kennedy

OPERATIONS MANAGER'S REPORT: Copy on File

Mr. Chucuddy reported he has sought the assistance of HRG's new systems integrator for a couple of issues at the BR treatment plant.

Mr. Chucuddy reported the vestibule at the administrative office has some settling issues. There were quotes obtained to repair. The recommendation is to install piers. The lowest bid was \$16,400 from Advanced Basement Solutions. Management recommended award contract to the low bidder.

Motion: To amend the Agenda to include award of the vestibule stabilization contract.

Moved by Mr. Banaszak, Seconded by Mr. Wells

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Robert L. Burns, John Banaszak, Joseph A. Wells and Ryan Kennedy

Motion: To award contract to Advanced Basement Solutions in the amount of \$16,400.

Moved by Mr. Wells, Seconded by Mr. Banaszak

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Robert L. Burns, John Banaszak, Joseph A. Wells and Ryan Kennedy

FINANCIAL CONTROLLER’S REPORT: Copy on File

Ms. Mowry reported the worker’s comp audit was completed, and others are in progress. The new billing specialist started.

FINANCIAL STATEMENT REVIEW: Month ending March 31, 2024.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$306,868.82 from the following funds:

Moved by Mr. Kennedy, Seconded by Mr. Banaszak

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Robert L. Burns, John Banaszak, Joseph A. Wells and Ryan Kennedy

Fund	Disbursement	Total
Operating	Checks and ACH	\$116,971.52
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
Developer Fund	Checks & Operating Fund Reimbursement	\$23,925.75
CFS Capital Improvement Fund	Requisition 2024-3	\$8,704.16
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2005 Debt Payment, DC WWTP 2016, DC Interceptor 2019	\$77,267.39
	Total	\$306,868.82

OTHER BUSINESS:

The Board reviewed the Annual Engineer Report as submitted last month. There were no comments.

Motion: To accept Annual Engineer Report for 2023/2024.

Moved by Mr. Banaszak, Seconded by Mr. Wells

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Robert L. Burns, John Banaszak, Joseph A. Wells and Ryan Kennedy

Motion: To enter into Executive Session at 7:15 p.m. to discuss personnel.

Moved by Mr. Banaszak, Seconded by Mr. Wells

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Robert L. Burns, John Banaszak, Joseph A. Wells and Ryan Kennedy

Executive Session Ended 7:48 p.m.

Motion: To adjourn the Board Meeting at 7:49 p.m.

Moved by Mr. Wells, Seconded by Mr. Banaszak

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Robert L. Burns, John Banaszak, Joseph A. Wells and Ryan Kennedy

Respectfully Submitted,

Patricia L. Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Banaszak	Wells	To approve the minutes of the March 13, 2024 Board Meeting.	Approved
2	Wells	Banaszak	To approve Change Orders No. 1 contract for a time extension of 122 days from August to December at a no cost impact.	Approved
3	Wells	Banaszak	To amend the Agenda to include award of the vestibule stabilization contract.	Approved
4	Wells	Banaszak	To award contract to Advanced Basement Solutions in the amount of \$16,400.	Approved
5	Kennedy	Banaszak	To approve disbursements in the amount of \$306,868.82	Approved
6	Banaszak	Wells	To accept Annual Engineer Report for 2023/2024.	Approved
7	Banaszak	Wells	To enter into Executive Session at 7:15 p.m. to discuss personnel.	Approved
8	Wells	Banaszak	To adjourn the Board Meeting at 7:49 p.m.	Approved